

Position Profile:
Part-Time Executive Director
Comprehensive Advanced Life Support (CALs) Program
www.calsprogram.org

Brief Organizational Description

The Comprehensive Advanced Life Support (CALs) Program is a 501(c)3 established in 1996 by a leading group of Minnesota medical providers to fill a need in rural Minnesota for knowledge and hands-on skills training in emergency medicine. The Mission of the CALs organization is to improve patient care by providing advanced life support education to rural healthcare providers. Since 1996 over 5,000 medical professionals have completed CALs training.

The primary focus of the CALs curriculum is to train medical teams in rural and remote areas to anticipate, recognize, and treat life-threatening emergencies. The curriculum consists of three components: 1) home study, 2) two-day interactive, scenario based provider course and 3) the skills lab. Since the success of caring for critically ill or injured patients depends on the overall skills and knowledge of the entire advanced life support team, a team-based approach to caring for the patient is taught.

The need for knowledge and hands-on skills training in emergency medicine is not unique to rural Minnesota. Medical personnel in other states have contacted the CALs Program to learn how they can bring the CALs curriculum to their state. The need for quality emergency critical care education for rural and remote providers reaches beyond U.S. shores. The CALs Program, in response to a request by the U.S. Department of State, modified the curriculum and held courses in which 350 Foreign Service health providers completed the modified CALs Provider Course.

Current Human Resource Situational Analysis

As the needs for CALs programs and training have increased locally, nationally, and globally, the board-driven team of nonpaid medical providers is transitioning to a leadership driven management model that includes the eventual hire in the next 12 months of a permanent salaried executive director reporting to the board of directors. Since CALs inception, the board and a few key paid program, training and administrative staff have served in these critical operational roles reporting to Dr. Darrell Carter, co-founder, program director, and member of the executive committee. It is becoming increasingly difficult for busy physicians, nurses, and other medical providers, with their

own respective employments to stay on top of the complexity of issues that have developed as the organization grows.

At the present time, the Board of Directors has made a decision to hire a part-time executive director to begin to change the organizational structure to a paid professional nonprofit management staff. CALS Program leaders will then transition to serve in a policy setting, governance and oversight function for CALS.

The successful individual will be expected to quickly raise a sufficient amount of dollars in the form of grants and donations to fund his or her full-time position for this nonprofit that anticipates fast growth with a new paid leader. This is a tremendous leadership growth opportunity for the skilled development leader. This position is created for the “hands-on” executive director who desires to build a national organization with diverse funding strength.

General Duties of the Part-Time Executive Director

(up to 15 or 20 hours/week as the budget dictates)

- Development and fundraising – high priority
- Collaboration with the founder/program director
- Office management including regulatory compliance
- Program supervision
- Staff supervision
- Board of directors’ reporting and liaison

Reports to: Executive Committee and Founder

Key Functions

- Implement the strategic plan including its goals and objectives for fast-paced growth and national expansion.
- Enable the Board of Directors to fulfill its governance function in cooperation with the Executive Committee.
- Direct and lead the organization’s mission, strategies, tactics and annual goals and objectives.

Major Accountabilities

- Fundraising and revenue development – develops and oversees the fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and maintaining fundraising records and documentation.
- Board guidance and counsel – supports directors in their fiduciary responsibilities by advising and informing Board members of strategic issues; serves as the

- interface between the Board and staff; and supports the Board in its evaluation of the executive director.
- Program, product and service delivery – oversees design, marketing, promotion, delivery and quality of programs in close cooperation with the founder/program director.
 - Financial, tax, risk and facilities management
 - Human resource management – effectively manage the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations.
 - Community outreach and public relations – assures the organization that its mission, programs, products and services are consistently presented in a strong positive image to relevant stakeholders.

Qualifications

- Successful, well-documented fundraising and leadership experience in previous nonprofits (proven track record of five plus years in fundraising and writing grants for medically-related nonprofit desirable).
- Knowledge and work experience in health care service delivery field is a plus and given high priority.
- Master’s degree in related field of nonprofit leadership, public administration, leadership or business administration.
- Proven track record in delivering results as an executive director including solid professional references.

Applications will be accepted at MAP for Nonprofits, beginning December 18–January 19, 2011. *No phone calls please.* Please send letter of interest, resume and contact information with three references to:

US Mail:

MAP for Nonprofits
CODE: CALS-CEG
2314 University Avenue, Suite 28
St. Paul, MN 55114

Or via

Email: CALS.application@gmail.com